

APPLICANT GUIDELINE

Original Date: 1/23/2008 Updated: 10/22/2009

Procedures to follow when filing as an:

INDIVIDUAL

Individual and Spouse

- Must be citizens of the United States
- Must be residents of the State of Nebraska
- Must file copy of Birth Certificate, Naturalization Papers or US Passport
- Must file fingerprint cards
- Must sign application
- Must file voter registration

Spouse may file affidavit of non-participation

- Need not be citizen of the United States
- Need not file Birth Certificate, Naturalization Papers or US Passport
- Need not file fingerprint cards
- Must sign application
- Need not file voter registration

PARTNERSHIP

All Partners and Spouses

- Must be citizens of the United States
- Must file copy of Birth Certificate, Naturalization Papers or US Passport
- Must file fingerprint cards
- Must sign application
- Must file voter registration

One Partner and Spouse

- Must be resident of the State of Nebraska

Spouse may file affidavit of non-participation

- Need not be citizen of the United States
- Need not file Birth Certificate, Naturalization Papers or US Passport
- Need not file fingerprint cards
- Must sign application
- Need not file voter registration

CORPORATION

All Officers, Directors and Spouses

Must be listed on application

Must sign application

Only CEO/President must file fingerprint cards

Need not be citizens of the United States

Need not file Birth Certificate, Naturalization Papers or US Passport

Spouse(s) may file affidavit of non-participation

Must be listed on application

Need not sign application

Need not file fingerprints

Need not be citizens of United States

Need not file Birth Certificate, Naturalization Papers or US Passport

Stockholder(s) holding over 25% stock and spouses

Must be listed on application

Must sign application

Must file fingerprint cards

Need not be citizens of United States

Need not file Birth Certificate, Naturalization Papers or US Passport

Spouse(s) may file affidavit of non-participation

Must be listed on application

Need not sign application

Need not file fingerprints

Need not be citizens of United States

Need not file Birth Certificate, Naturalization Papers or US Passport

Stockholder(s) holding 25% or under stock and spouses

Must be listed on application

Need not sign application

Need not file fingerprints

Need not be citizens of United States

Need not file Birth Certificate, Naturalization Papers or US Passport

LIMITED LIABILITY COMPANY (LLC)

All members and spouses

- Must be citizens of United States**
- Must file Birth Certificate, Naturalization Papers or US Passport**
- Must file fingerprint cards**
- Must sign application**

One member

- Must be a resident of the State of Nebraska**
- Must provide Nebraska address**
- Must submit voter registration**

Spouses may file affidavit of non-participation

- Must be listed on application**
- Need not sign application**
- Need not file fingerprints**
- Need not be citizens of United States**
- Need not file Birth Certificate, Naturalization Papers or US Passport**
- Need not file voter registration**

NON-PROFIT CORPORATION

Officers and spouses

- Must list top four officers of corporation (President, VP, Secretary & Treasurer)**
- Must have signature from President only**
- Must list spouses information**
- Need not have signatures from spouses**

Manager and spouse

- Must be citizens of United States**
- Must file Birth Certificate, Naturalization Papers or US Passport**
- Must file fingerprint cards**
- Must file voter registration**

Spouse may file affidavit of non-participation

- Need not be citizen of the United States**
- Need not file Birth Certificate, Naturalization Papers or US Passport**
- Need not file fingerprint cards**
- Must sign application**
- Need not file voter registration**

MANAGER

Manager and Spouse

Must be citizens of the United States

Must be residents of the State of Nebraska

Must file copy of Birth Certificate, Naturalization Papers or US Passport

Must file fingerprint cards

Must sign application

Must file voter registration

Spouse may file affidavit of non-participation

Need not be citizen of the United States

Need not file Birth Certificate, Naturalization Papers or US Passport

Need not file fingerprint cards

Must sign application

Need not file voter registration